



DEPARTMENTAL PROMOTIONAL

This recruitment is only open to current probationary or permanent employees of Imperial County Department of Child Support Services. (Please note: Extra-help, limited-term, and/or temporary staff are not considered probationary or permanent employees.)

The Position

Under limited direction, the Child Support Program Manager plans, organizes and directs Child Support programs through subordinate supervisors; and performs related work as required.

Minimum Qualifications

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job.

EITHER

One (1) year of experience performing duties comparable to a Child Support Supervisor in a state or local government agency;

OR

Two (2) years of supervisory experience in a Social Services agency, which experience included responsibility for program, staff and budget management.

Imperial County

Imperial County, with a population of approximately 166,874, is located in the southern most region of the state. Imperial County is bordered by Riverside County to the north, Yuma, Arizona to the east, San Diego County to the west and Mexico to the South

El Centro, the county seat, with a population of approximately 40,563 is the County's population center.

Imperial County is a desert community with a warm, dry climate. Summers are extremely hot and dry while winters are temperate. The Imperial Valley offers many out-door recreational opportunities. One of the largest attractions is the Imperial Sand Dunes Recreational Area; which is a playground for thousands of off-road enthusiasts.

Child Support Program Manager

Imperial County Department of Child Support Services

Monthly Salary: \$6,199 - \$7,915

Application Deadline:

June 26, 2012

5:00 p.m. PDT

Tentative Examination Date:

Oral Exam: Week of July 16, 2012

Examinations will be held in Imperial County

Location:

The resulting list will be used to fill vacancies in
El Centro, California

Additional Information

A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Position may require pre-employment drug testing, physical and fingerprinting for a background investigation.

The existing eligible list will be replaced upon completion of this examination.

KNOWLEDGE AND ABILITIES

The following may be tested in the examination:

Knowledge of:

- General principles of public administration.
- Principles of personnel and budget management.
- Federal and California laws and regulations pertaining to child support.
- Issues in the management of child support programs.
- California local government organization and state/local government relations.
- Legal terminology and document processing as they relate to child support enforcement.

Ability to:

- Plan, organize, assign, and review work through subordinate supervisors.
- Apply and explain Federal and California child support laws and regulations in complex situations.
- Develop and implement local child support procedures.
- Independently analyze workflow, employee performance and child support casework issues and take effective action.
- Communicate with and explain technical information to individuals from a wide variety of educational and cultural backgrounds.
- Manage Child Support unit within budgetary constraints.
- Maintain confidentiality.
- Establish and maintain effective working relationships.

EXAMINATION INFORMATION

MSS reserves the right to revise the examination plan if the circumstances under which this examination was planned change. The examination process may include one or more of the following components: application evaluation, computer skills assessment, supplemental questionnaire, written examination, job related exercise, and/or a structured oral examination. Candidates will be notified of any changes to the examination plan as posted on this job bulletin.

The examination components consist of:

ORAL EXAMINATION

This examination will be weighted: 100%

Categories tested may include:

- Communication (Oral & Written)
- Education, Experience, & Training
- Interpersonal Relations
- Job Related Knowledge and Skills
- Planning/organizational Skills
- Supervision

Imperial County is an Equal Opportunity Employer

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto www.mss.ca.gov and following the instructions.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications will ONLY be accepted on the dates/times indicated on the front of this job bulletin. Faxing or mailing your application does not guarantee that your application will be among those approved. POSTMARKS ARE NOT ACCEPTED.

Application packets may be obtained by contacting MSS, or the Social Services, Child Support, or HR Department in the county.

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815

Website: www.mss.ca.gov

Email: mss@cps.ca.gov

Phone: (916) 263-3614

Note: Your application and any additional material become the property of MSS. **Please make a copy for your file.**

This job bulletin will not be available online after the application deadline. Please print a copy for your records.

FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree and/or course equivalency from any of the listed member agencies.

EXAMINATION NOTIFICATION

MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact Merit System Services at mss@cps.ca.gov.

Some positions require that all approved candidates take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral exam for this position please note the following: Prior to being scheduled for the oral examination, you will receive an email from Merit System Services, mss@cps.ca.gov, asking you to confirm your interest in the position and your availability to attend the exam on a specific date. If you do not reply to the e-mail sent to you by the specified deadline or you are not available on the specified exam date, you will not be scheduled for the oral exam.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS at mss@cps.ca.gov within five (5) days of the date on your letter/email notifying you that you have been invited to move forward in the exam process.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.